

**OFFICE OF THE CHIEF OF POLICE**

**SPECIAL ORDER NO. 30**

**July 25, 2003**

**SUBJECT: SELECTION AND ASSIGNMENT TO CRITICAL INCIDENT  
INVESTIGATION DIVISION**

**PURPOSE:** As mandated by a federal Consent Decree, the Department has agreed to establish specified criteria for selecting sworn personnel to specialized or sensitive Department assignments. Specifically, this Order establishes guidelines for the selection, retention, and deselection of investigators and supervisors assigned to Critical Incident Investigation Division (CIID).

**PROCEDURE:**

**I. QUALIFICATIONS AND REQUIREMENTS.** Candidates must possess the requisite experience, as well as outstanding leadership, supervisory, and administrative skills. Sworn personnel seeking selection to CIID shall submit a Transfer Applicant Data Sheet, Form 15.88, their two most recent Performance Evaluation Reports, Form 1.78.0, and a current copy of their Training Evaluation and Management System (TEAMS) report (promotion/paygrade advancement TEAMS report only).

Unless they have already attended, selected employees shall attend and successfully complete the first available Police Officer Standards and Training (POST) certified Homicide School following selection. In the event a selected candidate has not attended Supervisory School, managers and supervisors shall ensure the candidate is scheduled as soon as practicable.

**A. Assessment of Eligibility.** In addition to reviewing the submitted documentation, supervisors and managers shall utilize existing Departmental databases, information and other documents to assess eligibility for assignment to CIID, to include:

\* Complaint Index, Form 1.80;

- \* Any pending or sustained complaint investigations, via a Complaint Information Tracking System (CITS) report; and,
- \* Any adverse judicial findings.

**Note:** The Legal Unit, Risk Management Group, shall be contacted for information on adverse judicial findings.

The intent of the review of an officer's work history is to assist in the evaluation of a candidate's appropriateness for CIID duties and responsibilities.

**B. Evaluation of Findings.** Supervisors and managers shall be required to document their consideration of any sustained complaint, adverse judicial finding, or discipline against an officer on a TEAMS Evaluation Report, Form 1.78.04 (attached), for each of the following:

- \* Excessive use of force;
- \* False arrest or charge;
- \* Improper search or seizure;
- \* Sexual harassment;
- \* Discrimination; or,
- \* Dishonesty.

The Commanding Officer, CIID, may decide to select or retain an officer with a sustained complaint or adverse judicial finding in one or more of these categories. However, that decision must be justified in writing on a TEAMS Evaluation Report, Form 1.78.04, and retained in the selection package.

**C. Deselection.** Sworn personnel assigned to CIID may be deselected for acts or behaviors that would have disqualified them from selection to CIID. Deselection shall be consistent with the Department's downgrade and/or administrative transfer procedures (Department Manual Sections 3/762.35 and 3/763.60). Deselection shall be considered if it involves a sustained allegation listed in Section I(B) of this Order. If deselection is appropriate, the Letter of Transmittal for the involved complaint shall include either a recommendation to deselect or justification for retention.

**AMENDMENTS:** This Order amends Section 2/609.20 of the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Detective Bureau, shall monitor compliance with this Order in accordance with Manual Section 0/080.30.

**WILLIAM J. BRATTON**  
Chief of Police

Attachment

**Distribution "A"**